

19 February 1981

MEMORANDUM FOR: Deputy Director for National Foreign Assessment
Deputy Director for Science and Technology
Deputy Director for Operations
Comptroller
General Counsel
Legislative Counsel
Inspector General

OS REGISTRY
FILE ~~7-115-20-1~~
1 Rev 22

FROM: William F. Grant
Chief, Regulations Control Division
Office of Information Services

25X1 SUBJECT: Proposed Revision of [] Leave and Other Absence,
DRAFT A (Job #9424)

FOR YOUR CONCURRENCE OR COMMENTS:

25X1 1. The attached proposal, originated by the Office of Personnel Policy, Planning, and Management, is a complete revision of [] Changes are marked by arrows and include:

a. Paragraphs 1b(1) and (2) have been rewritten describing accrual and pointing out that leave accrues to the individual and cannot be transferred.

b. Paragraph 1d has been expanded to include additional instructions concerning procedures regarding transfer of leave from other Federal agencies.

c. Paragraph 2b(5) has been added indicating Federal service which may be considered valid for annual leave accrual purposes.

d. Paragraphs 2c(1)(a) and (d) provide information regarding accumulation of annual leave for SIS personnel.

e. In paragraph 2d(4)(a), procedures for requests for restoration of forfeited annual leave have been clarified.

f. Paragraph 2g(4) now states that repayment of lump sum leave will not be credited to an employee's account until full repayment has been made.

g. New paragraphs have been added: 2i on application for annual leave, and 3c on application for sick leave.

h. A new paragraph 3e(2) precludes advance sick leave to employees with limited appointments.

i. Paragraph 5a is revised to amend procedures for military leave.

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j. Paragraph 7e(2) has been added to assure employees on LWOP of continued employment and grade retention.

k. Paragraph 8 on absence for maternity reasons has been rewritten for clarity.


l. New paragraphs have been added: 9 on absence for paternity reasons and 10 on leave for adoptive parents.

m. Paragraph 11 (old paragraph 9) has been extensively rewritten to reflect current policy on leave to permit employees to accompany their spouses to other areas.

n. Several minor editorial changes also are marked with arrows.

2. Please forward your concurrence and/or comments to the Regulations Control Division by 12 March 1981. A concurrence sheet is attached for your convenience. Any questions may be directed to 

Attachments:

- A. Concurrence Sheet
B. Proposed Revision of 

cc: AO/DCI OF
 AO/RMS-CTS OL
 SSA/DDA OMS
 D/IS OS
 OC OTE
 ODP OPPPM
 OIS/RMD

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INSTRUCTION SHEET

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Destroy current  and insert the attached

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dated

This handbook has been revised to reflect changes in policies and procedures regarding leave and other absence. The handbook has been downgraded to Confidential.

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FOREWORD

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Rescission:



This handbook sets forth the policies and procedures regarding leave and other absence.

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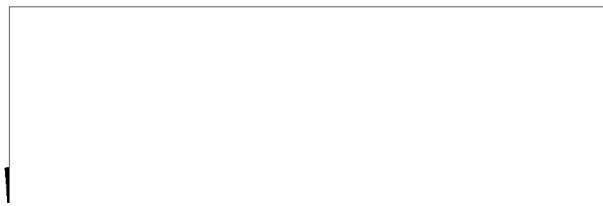
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